

S-E-C-R-E-T

21 November 1957

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MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans and Policy Staff

SUBJECT : Weekly Activities

A. COMPLETED PROJECTS

1. Support Bulletin

Prepared articles on OTR activity for the Support Bulletin. This was done at the urgent request of the Executive Assistant to the DD/S who stated, "We depend on the Office of Personnel and the Office of Training for the material for the Bulletin."

B. PROJECTS IN PROCESS

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1. Study on Administrative Procedures Course

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As a result of discussions on making the Administrative Procedures a required course for clerical employees, prior to assignment to the various Divisions, the C/IS in coordination with PPS is preparing a study with recommendations for a change in present procedure. The study will suggest that part but not all of the Administrative Procedures course be made a prerequisite for clerical assignment.

2. Review of

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The staff review of CIA Regulation is continuing.

3. Training Annex to DD/P General Plan, FY 1960

It was agreed, and subject to formal concurrence, that OTR would prepare a training annex to the Political and Paramilitary

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SUBJECT: Weekly Activities Report #47

Staff's Annex to the DD/P General Plan for FY 1960. PP Staff is inserting the following sentence in its plan: "OTR is preparing an Annex to the FY 1960 General Plan designed to assist in meeting this objective." The objective specified concerns the qualification of the senior DD/P officers who are responsible for across-the-board DD/P operations.

4. Survey of Training Under [REDACTED]

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As a convenience to the Medical Staff officials, the survey of OTR approved training activities within that Staff has been deferred until 26 November 1957. In the interim, on-the-job training programs within OTR which have been approved for credit under [REDACTED] are being reviewed.

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C. PERSONNEL

[REDACTED] will be on military leave from 25 November to 9 December.

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[REDACTED]

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